NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)
129, Belilious Road, Howrah – 711 101
(Having 'B++' Grade in Re-accreditation by NAAC)
GSTIN: 19AACTN7786L1ZN

Ref.: ... NDC/ADMN-TEND/ 2020... Date: …10/07/2020...

TENDER NOTICE
TENDER FOR ONLINE ADMISSION (UG)

Narasinha Dutt College, 129, Belilious Road, Howrah-711101 invites sealed tenders as "Two-Bid System" from reputed vendors for **Development of Online Counselling and Admission Management System with post admission registration for the academic session 2020-21**, in two separate envelopes.

The detailed terms & conditions, name of items etc. can be downloaded from the website **https://narasinhaduttcollege.edu.in/ws/tender-notice/.**
All other amendment/ modification/ Corrigendum in future will only be published on the website **https://narasinhaduttcollege.edu.in/ws/tender-notice/**

TENDER INFORMATION

Title of work: Development of Online Counselling and Admission Management System with post admission registration for the academic session 2020-21 for Day and Evening shifts of Narasinha Dutt College, 129, Belilious Road, Howrah-711101 as per terms and conditions

Tender form & others closing date	**25/07/2020, Saturday**
Location of tender drop box	Narasinha Dutt College, Howrah-1
Tender opening date	**Will be notified in college website**
Tender opening place	In the Principal's room at presence of the committee members
EMD (Rs.)	NIL
Tender contract validity period	90 Days from last date of submission

Sealed Tenders are invited from reputed and qualified vendors having at least three years of experience for **(i) Development of Online Admission Management System** for undergraduate admission to Honours and General Courses under CBCS system of University of Calcutta for the academic session 2020-21 and **(ii) post admission University registration related work**. The admission will take place following the rules and regulations of the University of Calcutta and the Government of West Bengal.

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Tenders must be submitted **module wise** in a two-bid format separately in two different envelopes marked as **'TECHNICAL BID'** and **'FINANCIAL BID'** respectively. The envelope containing the **'TECHNICAL BID'** will be opened first. The vendors surviving on technical consideration will be considered on financial ground. In normal cases the vendor eligible on technical ground and quoting the minimum lowest price will be awarded the contract.

After opening the technical bid, the vendors may be required to submit one presentation before an expert committee duly constituted for this purpose.

The vendor selected must abide by the terms and conditions of the college and the rules and regulations of the University of Calcutta and the Government of West Bengal as published from time to time. The vendor must also be liable to complete the work-related activities in due time as imposed by the college, affiliating University and the Government.

The Scope of Work/ Technical Specifications are as outlined in details below:

I. SCOPE OF WORK

1. Secured Web Hosting with unlimited hosting space and unlimited bandwidth with unrestricted files along with domain registration.

2. Responsive, user friendly and dynamic customised web design with provision of multi user administration panel (**OPTIONAL**) for viewing in desktop, mobile and tablet and should be compatible with all popular browsers like Firefox/Google Chrome/ Internet Explorer/Opera etc. running uninterrupted 24x7 during the total period of admission process.

The software must be tested for correct functionality on Windows 7 onwards, Mac OS 10.7 onwards, iOS 6 onwards. Android 4.5 onwards.

Minimum supported screen resolution is 360px x 480px in portrait mode.

3. Design, Development and testing time to be mentioned clearly

4. Guided and customised service for online admission in Undergraduate Courses in two shifts of the college against approximately 2500 seats in 17 Honours and 3 General Courses.

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5. To maintain seamless communication facility of dedicated helpline (mobile, SMS) (from 10 am to 6 pm, 7 days a week) and email (24hrs) during admission process.

6. Provision for tabs and page creation as per requirement with provision of unlimited content upload if required.

7. Windows/Linux hosting environment with 3-layer security.

8. Auto backup of database at desired intervals and export in .csv and pdf format and generation of customized reports by specifying parameters in the admin panel & download them in CSV format for future use.

9. The entire process may have to be adapted to make it compatible on emergency basis depending on respective GO/CU circular**.**

10. Ready for future customisation**.**

II. TECHNICAL SPECIFICATIONS (OPTIONAL ITEMS MUST BE SHOWN THEIR PRICE SEPARATELY)**

Module -I: Facilities at the applicant end

1**.** Prospective applicant registration in the portal with user ID and password and subsequent login with user id and password by verification through mobile OTP/SMS and/or email.

2. Multiple registration using the same mobile no. or email id is to be disabled.

3. Online application form must contain all details required for admission and University registration. The interface of the application form can be bilingual (Bengali and English) (**OPTIONAL**) or in English.

4. Provision of multiple submission of application against same registration for admission in different courses, subjects and shifts subject to a maximum of Seven(7) Honours Courses and Five(5) General Courses in the same form but with multiplication of application fee for more than 1 (one) Honours and 1 (General) course and for different shifts (Morning, Day and Evening) with auto calculation of increasing fees being shown.

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5. Applicants to be allowed to enter basic personal data, basic academic data as required with provision for uploading of scanned copies of photograph or signature during application and other documents required for University registration during admission using a menu driven system.

6. Provision for screening of candidate as per eligibility criteria and invalid data input as well as at the Shifts, Boards, Category and Course levels and Modern Indian Languages.

7. Automatic validation of the fields of the application as per rules and regulations

8. Provision for deduction of marks based on year of passing for previous 2 years.

9. Provision of preferential selection for combinations in General Course and selection of General Elective subjects in Semester 1 during application.

10. Preview option of the filled-up form and subsequent allowance of edit option before online payment.

11. Provision of online payment of application fee through payment gateway providing multiple payment options after which provision of print to pdf option of the application form in which liaison with the bank to be maintained by the vendor.

12. Generation of overall and subject-wise/stream wise provisional merit list based on the merit ranking formula specified by the college without violating the University norms for different categories (General, SC, ST, OBC-A, OBC-B, PH) and its publication.

13. All Merit lists must be provided as excel sheets in addition to online display in appropriate format specified by the college.

Module -II: Admission Process

1. Provision of online admission as per the directive of Govt. of West Bengal.

2. Provision of scheduled admission as per calendar provided and seat capacity for different category in different subjects/courses and payment of calculated admission and other fees.

3. A quick and easy way to search and access for the entire student records from the admin panel.

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4. Provision of transfer/cancellation of admission and processing of relevant refund of fees as per provided rules within stipulated time with a provision of debarring admission to another subject/course in subsequent cycles of admission unless cancellation/transfer done of previous cycle admission. Vacancies created on cancellation adjusted accordingly on merit basis. (**OPTIONAL**)

5. Provision of online refund by the bank for which online generation of admission cancellation form. (**OPTIONAL**)

6. Provision of multiple cycles of admission according to merit rank simultaneously in all subjects based on no. of seats vacant after first cycle of admission.

7. Provision for e-mail and SMS alerts

i) for verifying candidates' mobile numbers and e-mail addresses

ii) for merit rank holders

ii) successful submission of application

iii) successful payment of online payment of admission fees

iv) confirmation of admission

8. Provision of wish list generation on seats remaining vacant after initial cycles of admission.

Module III: Facilities at the administration end to be provided by the vendor

1. Provision of multiple user with different access rights with customised work flow management system.

2. Provision of adding/editing subject/course/subject combination with correlated seat capacity/fees/eligibility criteria/student category/shift/gender/any other customised field if required.

3. Mapping of courses with applicants 10+2 subject combination within the provisions of University of Calcutta to be managed by the vendor

4. Day wise/ Subject wise progressive application count

5. Access to the submitted form details (form no., selection of course, student name) at all stages of the admission process

6. Publication of any interim notification related to admission in the admission panel

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7. Auto validation and auto verification of forms in conformity with eligibility criteria

8. Generation and publication of overall, subject wise and category wise merit list

9. Online admission of eligible candidates according to merit rank subject to seat capacity and reservation rules

10. Provision of opening the Payment Gateway, approving admission and online fee collection for eligible candidates.

11. Provision of repeat merit list after cancellation/transfer, seat switching among equivalent categories

12. Provision for exporting admission status tracking and real time report generation /displaying graphical statistics in pre-defined and user defined formats (**OPTIONAL**)

13. Provision of real time validation of the payment information between bank, gateway and portal, real time reports of count and details of application based on Section, Stream, Subject, Category, Date Range, Valid, Invalid etc.

14. Generation of reconciled Statement of fees collection head-wise with customised segregations.

15. Provision for choosing combination by preference and allotment of Generic Elective subjects based on merit for admitted Honours and General course students based on the preference given by candidates during application and available capacity for each combination provided by the college.

16. Necessary intimation through SMS and e-mail, publication of notices (if required) following the allotment and using this data for University Registration Module

Module-IV: UNIVERSITY REGISTRATION MODULE

1. Provision for exporting admitted students' list to local standalone student database software which should be able to generate real time data as per the format desired by the University of Calcutta for registration purpose.

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2. Interface for personal data correction and addition of any other information by the student (as required)

3. Provision for modification of any particulars (as required) of the student from the college end.

4. Verification of Marks/Reservation certificate of admitted students and admission validation.

5. Processing University Registration of admitted students as per University format

6. Provision of print interface of Registration form to the student

7. Read the available registration data as output excel file as desired by the University

Instructions for Bid Submission

1. Point wise technical compliance report should be given in the technical bid and the vendor should be ready to demonstrate on the date of presentation to be decided later.

2. The rates must mention all taxes and duties and must be quoted item wise as given in the tender notice.

3. The technical bid will be outright rejected if PAN, GST details, IT return of previous year and Trade licence is not submitted.

4. Details of experience/Client list must be attached with the technical bid.

5. Detailed break-up of all the phases mentioned above must be provided.

Soma Bandyopadhyay.
Dr. Soma Bandyopadhyay

PRINCIPAL
Principal
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